OFFICE OF THE HUMAN RESOURCE
BABU BANARASI DAS EDUCATIONAL GROUP
(BBDITM / BBDNIIT / BBDEC)

BBD City, Faizabad Road, Lucknow Campus - 226028

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Ref. No.: HR & Admin./2022/006 **May 20, 2022**

RECRUITMENT POLICY

1. RECRUITMENT PROCEDURE:

(i) Requisition of the teaching and non-teaching staff by HOD

(ii) Advertisement in leading newspaper and/or through Website by the Director

(iii) Applications to be collected through mail and /or hard copies

(iv) Listing of candidates along with the summary of their academicand other details

(v) Constitution of selection committee including external academic expert as per requirement

(vi) Issuing call letters by post/mail

(vii) To conduct interviews

(viii) Preparation of merit list by selection committee

(ix) Selection of candidates as per merit and letters of appointment issued as per AICTE norms

Puja Prakash
Chief Coordinator (HR)
BBD Colleges, Lucknow

Puja Prakash BBD COLLEGES LUCKNOW Chief Coordinator HR

Director
BBDITM, Lucknow

(x) Reporting of selected candidates to the duty.

2. SCREENING

(i) Recruitment is normally done twice in a year during June and December.

(ii) Number of vacancies is notified by Competent Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

(iii) Vacancies are advertised in leading newspapers in English.

(iv) Screening of applications is done by the respective screening committee appointed by HR in consultation with the Director.

(v) Short listed candidates are informed through call letters and over telephones by HR Department / Director office.

(vi) At times, walk in interviews are also conducted for immediate postings.

3. INTERVIEW

(i) Interview Committee consists of CEO, Director, HR Head, Designated Authority, Academic Council members and respective Heads of the department and subject experts, as per norms of AICTE/affiliatingUniversity

(ii) Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairperson through HR Department as per the guidelines approved by the Governing Council.

4. JOINING FORMALITIES

Director
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At the time of joining, the new recruit would have to furnish the following to the Personnel Department.

(i) Joining Report

(ii) Medical check-up and fitness report

(iii) Proof of Date of Birth

(iv) Original Aadhar and PAN card with photocopies.

(v) Original Certificates supporting qualification/experience for verification with copies to be furnished to the Institution.

(vi) Four passport size photographs

(vii) Names and addresses of two persons for contracting in case of emergency.

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S.S.

Director
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